

## GUIDELINES

### Minority Supplement to the NCI-Supported National Research Service Award Institutional Research Training Grants (T32S)

**Application Receipt Dates: October 1 - December 1 and February 1 – March 30**

## INTRODUCTION

The Diversity Training Branch (DTB) of the National Cancer Institute (NCI) established a new strategy for increasing the number of underserved trainees engaged in basic, clinical, and population-based cancer research. This strategy is part of the NCI's **Continuing Umbrella of Research Experiences (CURE)** Program. The CURE program begins with introductory science experiences at the high school student level and continues progressively and selectively to the production of well-trained scientists conducting independent cancer research. It is clear that the success of research designed to reduce the disproportionate burden of cancer incidence and mortality in any ethnic or racial group will depend substantially on the presence of a cadre of culturally sensitive, well-trained scientists from these underserved populations.

The NCI invites the Principal Investigators of NCI-supported National Research Service Award (NRSA) Institutional Research Training Grants (T32s) to participate in the initial stages of the CURE Program by submitting applications for administrative supplements to funded T32 grants for placing eligible predoctoral candidates in areas of basic cancer research, prevention, and population-based cancer research. The training of the eligible postdoctoral candidates must emphasize specialized training in interdisciplinary and collaborative settings focused in basic, clinical, prevention and population-based research careers in cancer.

## PURPOSE

The purpose of the T32 CURE supplement is to provide funding to increase the number of predoctoral and postdoctoral trainees from underserved populations who are interested and motivated in pursuing a long-term career in cancer research.

NIH recognizes the need to increase the number of underserved scientists participating in research. The NCI is emphasizing the use of the administrative supplement mechanism to reach eligible individuals interested in basic, clinical, prevention, and population-based research careers in cancer.

It is clear that the supplementation of individual research project grants (RO1), the current program in place throughout the NIH to increase minorities and underserved scientists in biomedical research, has not been successful in reaching individuals from these populations interested in studying basic cancer research, cancer prevention, cancer control, epidemiology, nutrition, behavioral and population sciences. Therefore, the NCI is adding this new means of recruiting minorities and underserved scientists as

another creative way to entice more underserved minorities into the biomedical science arena to help address the cancer problem.

## **ELIGIBILITY**

Any NCI-supported National Research Service Award Institutional Research Training Grant grantee is eligible to apply for this supplement. The sole purpose of these supplements is to include an individual from an underrepresented minority population to pursue their research training on a full time basis (40 hours) in the T32 grant program. For purposes of these guidelines, underrepresented minority predoctoral students and postdoctoral trainees include individuals belonging to particular ethnic, racial and other groups determined by the grantee institution to be underrepresented in biomedical, behavioral, clinical or social sciences, e.g., first generation college students or investigators, socio-economically disadvantaged, etc.

The CURE supplement program does not intend to provide an alternative means of supporting individuals who already receive funding from a research grant, an NRSA T32 grant, or any other DHHS funding mechanism. The T32 CURE supplement cannot be used to support short-term research training or pre-baccalaureate training.

Candidates must be citizens, non-citizen nationals, or must have been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Card I-551, or other legal verification of such status). Individuals on temporary visas are not eligible.

The predoctoral trainee must have received a baccalaureate degree by the beginning date of their appointment, and must be enrolled in a program leading to a Ph.D. degree or a comparable research doctoral degree. Positions on NRSA institutional grants may not be used for study leading to the M.D., D.D.S., or other clinical, health-professional degree except when those studies are part of a formal combined research degree program, such as the M.D./ Ph.D.

The postdoctoral trainee must have received, as of the beginning of the appointment, a Ph.D., M.D., D.D.S., or comparable doctoral degree from an accredited domestic or foreign institution.

## **MECHANISM OF SUPPORT AND SPECIAL CONSIDERATIONS**

The mechanism of support will be an administrative supplement to an active NCI-supported National Research Service Award Institutional Research Training Grant. The program award provides for up to five years of funding for predoctoral candidates and three years for postdoctoral candidates. In all cases, at the time of a supplemental award, the parent grant must have support remaining for a reasonable period (usually two years or more). No individual trainee may receive more than 5 years of aggregate NRSA support at the predoctoral level or 3 years of support at the postdoctoral level, including any combination of support from institutional training grants and individual

fellowship awards. This supplement cannot be held concurrently with another federally sponsored fellowship or similar Federal award that duplicates provisions of the T32 supplement.

The primary objective of this supplement is to increase the number of qualified underserved predoctoral and postdoctoral candidates in cancer research. Therefore, the application for this supplement must include form PHS 2271 (Statement of Training Appointment) completed according to instructions. The information on this form will assist in post-award management and in the evaluation of the Initiative for Underrepresented Minorities in Biomedical Research.

### **Allowable costs**

The T32 supplement provides funds in the form of stipends to graduate students and postdoctoral trainees. The current annual stipend for postdoctoral trainees is determined by the number of FULL years of relevant postdoctoral experience at the time of appointment. The stipend levels are adjusted from time-to-time and are available at: <http://grants.nih.gov/training/nrsa.htm>.

**Stipends:** Stipends are provided as a subsistence allowance for trainees to help defray living expenses during the research training experience and are based on a 12-month appointment period. The stipend is not provided as a condition of employment with either the Federal Government or the grantee institution nor is it to be considered a payment for services performed. Stipends will be based on the annual NIH stipend levels at the time of award. Stipends may be adjusted only at the time of appointment or reappointment and may not be changed in the middle of an appointment period. No departure from the established stipend schedule may be negotiated by the institution with the trainee. For the most recent stipend levels see: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-064.html>.

**Tuition and Fees:** Applicants should request full needs for tuition and fees. The NIH IC will apply the appropriate formula by offsetting the combined costs of requested tuition and fees at the rate in place at the time of the award. The rate currently provides 60% of the level requested by the applicant institution, up to \$16,000 per year per predoctoral trainee. If the program supports a formally combined dual-degree training (e.g., M.D.-Ph.D., D.D.S.-Ph.D.), the amount provided per trainee will be up to \$21,000 per year. For postdoctoral trainees, an amount equal to 60% of the level requested by the applicant institution, up to \$4,500 per year, will be provided. If the program supports postdoctoral individuals in formal degree-granting training, the amount provided per trainee enrolled in a degree-granting program will be up to \$16,000 per year. Costs associated with this category are allowable only if they are required as part of the approved research training program and are applied consistently to all persons in a similar research training status at the institution regardless of the source of support. Tuition at the postdoctoral level is limited to that required for specific courses in support of the

approved training program which should be identified in the application. A full description of the NIH tuition policy, see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-073.html>.

A facilities and administrative allowance based on 8 percent of total allowable direct cost may be requested.

The grantee institution may provide funds to an individual in addition to the stipend paid by the NCI. Such additional amounts may be either in the form of supplementation or compensation. Federal funds may not be used for supplementation unless authorized under the terms of the program from which the supplemental funds are to be received and the program whose funds are to be supplemented. Under no circumstances may DHHS funds be used for supplementation. The compensation may be provided as payment for services; however compensated services should occur on a limited, part-time basis apart from the normal research training activities, and may not be paid with the grant supporting the training.

### **Payback provisions**

The recipients of funds provided by the T32 award incur a payback obligation according to the following guidelines:

- Predoctoral trainees are not required to sign the payback agreement and do not incur a service payback obligation.
- Postdoctoral trainees must sign the payback agreement form (PHS 6031) in the first 12 months of support. During the 13<sup>th</sup> and subsequent months of funding the postdoctoral trainee is not required to sign the payback agreement. The 13<sup>th</sup> and subsequent months of postdoctoral T32 support are considered acceptable payback service for prior postdoctoral support.

### **SPECIFIC APPLICATION INSTRUCTIONS**

Applications for supplements to NCI-Supported National Research Service Award Institutional Research Training Grants must be submitted on the research grant application form PHS 398 (rev. 11/07), containing special instructions for Institutional National Research Service Awards (T32). These forms are available at most institutional offices of sponsored research and may be obtained from the Grants Information Office, Office of Extramural Outreach and Information Resources, National Institute of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910, telephone 301-435-0714, e-mail [grantsinfo@nih.gov](mailto:grantsinfo@nih.gov). For those applicants with internet access, the PHS 398 kit is at <http://grants.nih.gov/grants/funding/phs398/phs398.html>

A request for a minority supplement for an NCI-supported T32 Award may be submitted twice in the fiscal year: **October 1 to December 1 and February 1 to March 30**. In making the request, the grantee institution, on behalf of the principal investigator of the

parent grant, must submit the request for supplemental funds directly to the NCI. Please note that this procedure is different from the instructions in the PHS 398 application package. The applicant must be sure to state in line 2 of the face page that this is a **“T32 CURE Supplement.”** The original (paper format) or a signed pdf email attachment of the supplemental application should be sent to:

Alison Lin, Ph.D.  
Diversity Training Branch  
Center to Reduce Cancer Health Disparities  
National Cancer Institute  
9609 Medical Center Drive  
Sixth Floor, West Tower, Room 6W236, MSC 9746  
Bethesda, MD 20892-9746 (US Postal Service)  
Rockville, MD 20850-9746 (express/courier service)  
Email: [linaj@mail.nih.gov](mailto:linaj@mail.nih.gov)

All applicants should follow the format provided below:

1. A completed face page of PHS Form 398. Include the title and grant number of the parent grant on line 1 and in line 2 write **“T32 CURE Supplement.”**
2. PHS Form 398 budget pages for the current and future years.
3. A biographical sketch of the candidate including background and achievements to date.
4. A brief (no more than two pages) description of the training plan for the candidate. The plan should include the research project(s) where the candidate will participate, any didactic work fundamental to the candidate’s education as well as the name of the mentor or advisor.

NOTE: The trainees should be informed that their selection for this supplement would automatically make them Members of the CURE Program of the Comprehensive Minority Biomedical Branch of the NCI. This will entitle them to receive the quarterly CURE Newsletter and have access to the multiple activities aimed at facilitating their next steps of a career in cancer research. Information about the CURE Program is available on the web at <http://crchd.cancer.gov/diversity/cure-overview.html>

## REVIEW CONSIDERATIONS

The Diversity Training Branch and the Cancer Training Branch will review the applications according to the following criteria:

1. The quality of the candidate’s background and achievements.

2. If the applicant is a graduate student, the likelihood that the proposed training and education plan will significantly enhance the knowledge and skills of the minority candidate.
3. If the candidate is at the post-doctoral level, the degree to which the previous research experience of the candidate and the research project and training plan described in the supplement will provide the tools needed by the candidate to develop further in a cancer research career.
4. The quality of the mentor's research experience, productivity, and record as a mentor.

## **FUNDING**

Applications are selected for funding based on the criteria outlined above, recommendation of staff reviewer(s) and availability of funds. The decision to fund a supplement will take approximately three to four months from the receipt of a complete application. In most cases, during the first budget period, funds will be provided as an administrative supplement to the parent grant. In subsequent years, continued funding for the supplement will be contingent upon funding of the parent grant and satisfactory review by the NCI of progress for both the parent grant and the supplemental project. Funding for the supplement cannot extend beyond the period of the parent grant.

## **CONTINUATION OF SUPPORT**

Continuation of support will be contingent upon the timely submission of a progress report. This report should be submitted with the non-competitive continuing application of the parent grant under a separate section entitled ***"T32 CURE SUPPLEMENT"***. The progress report should follow the format of the Non-Competing Continuation for Individual Minority Trainee, Institutional Research Training Grant (T32) form.

## **FINAL REPORT**

At the end of the supplement period, the Principal Investigator must provide a final report including the name and ethnicity of the appointee, a narrative description of the specific research accomplishments, and the career directions and future plans of the minority individual.

## **INQUIRIES**

Please address all inquiries regarding programmatic issues to:

**Alison Lin, Ph.D.**

Diversity Training Branch  
Center to Reduce Cancer Health Disparities  
National Cancer Institute  
9609 Medical Center Drive  
Sixth Floor, West Tower, Room 6W236, MSC 9746  
Bethesda, MD 20892-9746 (US Postal Service)  
Rockville, MD 20850-9746 (express/courier service)  
Email: [linaj@mail.nih.gov](mailto:linaj@mail.nih.gov)

Direct inquiries regarding fiscal matters to:

**Funmi Elesinmogun**  
Grants Management Specialist  
Office of Grants Administration  
National Cancer Institute  
9609 Medical Center Drive  
West Tower, 2W516  
Rockville, MD 20850  
Telephone: 240-276-6313  
Email: [elesinmf@mail.nih.gov](mailto:elesinmf@mail.nih.gov)